



## Commonwealth of Virginia Virginia Department of Criminal Justice Services Progress Report Instructions for CCCA/PSA

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These are the instructions for completing the Progress Report for the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) Agencies. The progress report is required as part of the grant reporting requirements of the Department of Criminal Justice Services. These reports are used to communicate performance, activities and resources supporting evidence-based practices. Information provided in other sections allows the grant monitor to gain an understanding of the challenges of each program, identify areas of need, whether technical assistance has been received or is needed, and to determine the need for continuation funding. This form is effective beginning in FY2017.

The report (DCJS-CCCPSA\_PR17) is in an Excel format and includes the following separate sheets:

1. Header –the grant program identification section
2. CC & PT data tables – the performance data
3. Narrative – the activities and resources section
4. Quarterly Project Income (2) – form to report supervision fees and other income
5. Additional space –to add more information to the report, if necessary

### General Instructions for the PR

1. Reports are due by close of business on the 12<sup>th</sup> working day after the end of each reporting period. Reports are required even if no activities have occurred during the reporting period. If your reports are going to be late, you must notify your DCJS grant monitor in writing before the due date.
2. All parts of the report must be completed, if applicable. If the section is not applicable, indicate this by writing N/A or by checking the N/A box.
3. The Progress Report form is in an Excel spreadsheet format and formatted so that you may enter the information directly into the document by either clicking the grey area or using the “tab” key to navigate.
4. The CC & PT data tables are designed to automatically calculate totals and percentages in certain fields. NOTE: For the 2<sup>nd</sup> progress report period (1/1 to 6/30) you will input the YTD data but you must include the data from the 1<sup>st</sup> progress report (7/1 to 12/31).
5. After you complete the report and save it, you must save each sheet in a .pdf to submit via GMIS.

The progress report forms are available online in Microsoft Excel (.xlsx). The PR is in a “form format” so that you will be able to download and complete it on your computer without modifying the format. DO NOT RECREATE THIS FORM – MODIFIED FORMS WILL NOT BE ACCEPTED.

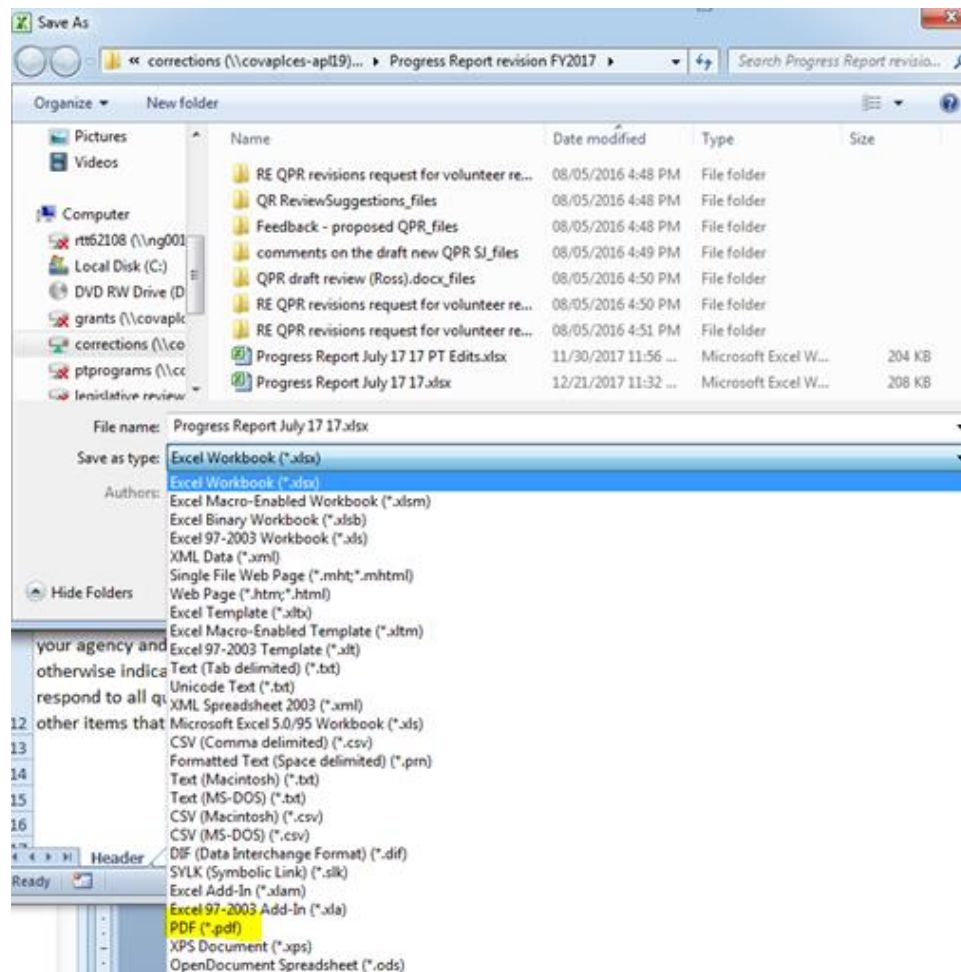
## Saving the Progress Report as one PDF

After completing your progress report, select “Save As” and name the report in the following format under “File name”:

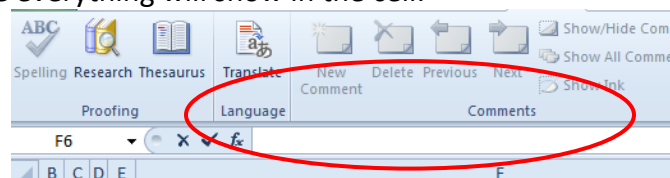
“Locality Name July-Dec 20XX” for the first report

“Locality Name Jan-Jun 20XX” for the second progress report

Under “Save as type” select “PDF (\*.pdf)” and the Progress Report will be saved as one PDF.



Note: If you cut and paste from another source into the excel spreadsheet, put it into the formula line to ensure everything will show in the cell:



If you have any questions about this Progress Report, please contact your grant monitor for assistance.

## **Specific Instructions for the Progress Report**

### Header - Program Identification Section

1. Grantee: Enter the locality name of the fiscal and administrative agent (not the agency name).
2. Grant Number: Enter your current grant number.
3. Project Title: Enter "CCCA/PSA" or "CCCA" as appropriate.
4. Date of Report: Enter the date you are completing the report.
5. Grant Period: Enter the beginning date of the current grant cycle.
6. To: Enter the ending date of the current grant cycle.
7. Final Report: Check "no" as this is a continuation grant program.
8. Date Project Completed: "N/A" has been entered in this section.
9. Report Period Ending: Click the box for the ending date of the current reporting period.
10. Program Administrator: Enter the name of the city or county manager or administrator.
11. Project Director: Enter the name of the person as noted on the grant application.

### CC & PT data tables – Performance

1. Pretrial – Unless otherwise noted, use data from the PRAXIS STEPS Monthly Report to fill in the highlighted cells.
2. Probation – Use data as indicated in the tables to fill in the highlighted cells. If applicable, under #6, "Case Planning," please provide information on case plans that have not been completed during the reporting period.

### Narrative

1. Agency Activities and Resources
  - a. Operations and Practices
    - A. Training/Learning
    - B. LEBP and/or EBP Strategies and Activities
    - C. Quality Assurance
    - D. Non-PTCC Technical Assistance
  - b. Funding
  - c. Awards
2. Community Criminal Justice Boards (CCJB)
3. Additional information

### Project Income Form

If you are approved to collect supervision/intervention fees, complete and submit a Project Income Form for each quarter of the reporting period.

### Additional space

This sheet is provided if you need additional space for your report.